

PLEASE POST CONSPICUOUSLY

LACKAWANNA CIVIL SERVICE COMMISSION

Ralph Galanti  
Commissioner

Karen Marciniak, Secretary  
Sharon Beres, Chairperson

Angelo Pitillo  
Commissioner

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**CITY OF LACKAWANNA**

**EXAMINATION OPEN TO THE PUBLIC**

**POLICE OFFICER**

Exam No 61395

\$25.00 Filing Fee  
**CHECK OR MONEY ORDER ONLY**

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Open Competitive examination No. 61395, **POLICE OFFICER**, CITY OF LACKAWANNA, Dept. of Public Safety, Division of Police. Eligible list will be established to fill any future vacancies.

Salary: \$26,000-\$66,773. (\$56,176. upon completion of academy training)

**EXAMINATION DATE**

**LAST DATE FOR FILING APPLICATION**

**September 14, 2019**

**July 24, 2019 @ 12pm EST**

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**RESIDENCY REQUIREMENT:** Candidates must be legal residents of Erie, Niagara, Genesee, Wyoming, Cattaraugus or Chautauqua County for at least (4) months immediately preceding the date of examination. **PREFERENCE IN APPOINTMENT WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF LACKAWANNA FOR AT LEAST (4) MONTHS IMMEDIATELY PRECEDING THE EXAMINATION DATE AND ARE RESIDENTS OF THE CITY OF LACKAWANNA AT THE TIME OF APPOINTMENT.**

**DUTIES:** A Police Officer has responsibility in an assigned district during a specific period for the enforcement of laws and ordinances and for the protection of lives and property; assists in the investigation of criminal offenses and the apprehension of criminals; does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma as described in Section 58 of the Civil Service Law, and either:

- (A) Three (3) years of active military experience in the armed forces of the United States with an honorable discharge, or currently serving in the armed forces of the United States with a minimum of three (3) years of active duty; or
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree; or
- (C) Successful completion of at least 60 semester credit hours at a regionally accredited or New York State registered college or university

**SPECIAL REQUIREMENTS:**

**Age:** Candidates must be at least **19** years of age on or before examination date to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age **20**. Candidates who reach their 35<sup>th</sup> birthday on or before the date of the written examination are not qualified except as follows\* Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement. Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination" Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact the Lackawanna Civil Service Commission to discuss their request.

<p><b>COMPLETED APPLICATIONS MUST BE RECEIVED, PAID &amp; FILED ON OR BEFORE JULY 24, 2019 @ CLOSE OF BUSINESS – 12:00 pm EST</b></p>
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**SPECIAL REQUIREMENTS CONTINUED:**

**Citizenship:** United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

**Driver's License:** Candidates must possess and maintain a valid New York State driver's license.

**NOTE: CONVICTION OF A FELONY WILL BAR APPOINTMENT, AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.**

**THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.**

**SUBJECTS OF EXAMINATION:**

1. Situational Judgement
2. Language Fluency
3. Information Ordering and Language Sequencing
4. Problem Solving and Reasoning
5. Selective Attention
6. Visualization
7. Spatial Orientation

**SEE EXPANDED SCOPE STATEMENT ATTACHED**

A Guide for the Written Test for is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CANDIDATES WHO PASS THE WRITTEN TEST WILL BE REQUIRED TO PASS A QUALIFYING PHYSICAL FITNESS TEST AND CANDIDATES WHO ARE OFFERED EMPLOYMENT OFF THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THIS WRITTEN TEST, WILL BE REQUIRED TO PASS A QUALIFYING MEDICAL EXAMINATION WHICH WILL INCLUDE DRUG SCREENING.**

**QUALIFYING PHYSICAL FITNESS TEST:** The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

**1. Muscular Endurance**

The requirement is for a number of bent-leg sit-ups to be performed in one minute.

**2. Push Up**

This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

**3. Cardiovascular Activity**

1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. **FAILURE ON ANY PART OF THE QUALIFYING TEST WILL REMOVE YOUR NAME FROM FURTHER CONSIDERATION FOR APPOINTMENT. THERE WILL BE NO RETEST.**

Copies of the physical fitness and medical standards are available upon request from the Lackawanna Civil Service Commission.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**Saturday Religious Observer:** Most written tests are held on Saturdays, if you cannot take the test on the announced test date due to a conflict with religious observances or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

**Disabled Candidates:** If special arrangements are required for testing, indicate this on your application.

**Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**Veterans:** Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits you may not use them again. **Special Notice to Active Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In accordance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**How to Apply:** Application forms are available at the Lackawanna Civil Service Commission Office, Room 213 City Hall, Lackawanna, N.Y. **Completed applications must be received & filed** with the Lackawanna Civil Service Commission Office, 213 City Hall, Lackawanna, N.Y. 14218 **ON OR BEFORE Wednesday July 24, 2019 @ 12pm EST.**

**Application Fee:** Refer to the front of the exam announcement for the required processing fee. Enclose a check or money order for the total amount required, **made payable to Lackawanna Civil Service Commission. DO NOT SEND CASH.** If your application is disapproved, the fee will not be refunded. Check the box, "I have enclosed the fee".

**Application Fee Waiver:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

**Multiple Examinations Scheduled For the Same Day:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible.** Notifying the Post Office to forward mail is not effective to ensure that notices for examinations or

appointments will reach you. You may obtain a change of address form from the Civil Service Commission Office located at City Hall, 714 Ridge Rd., Room 213, Lackawanna, NY 14218. **RETURNED MAIL MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.**

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Publish: 7/3, 7/10, 7/17

## **EXPANDED SCOPE STATEMENT**

## **SUBJECTS OF EXAMINATION:**

There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

**WRITTEN TEST:** The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

### **1. Situational Judgement**

These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

### **2. Language Fluency**

These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

### **3. Information Ordering and Language Sequencing**

These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

### **4. Problem Solving and Reasoning**

These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

### **5. Selective Attention**

These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

### **6. Visualization**

These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

### **6. Spatial Orientation**

These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

A Guide for the Written Test for is available at the New York State website:

<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

The rating key for this examination will be established by the NYS Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the NYS Association of PBA's, Inc., the NYS Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.